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OTE 86-3704

28 APR 1986

MEMORANDUM FOR: Deputy Director for Science and Technology

VIA: Director of Technical Service

STAT FROM: [redacted]
Director of Training and Education

STAT SUBJECT: Assistance of [redacted] to Language Training Division

REFERENCE: Memorandum to DDS&T, dated 19 Feb 85; Same Subject

STAT 1. I want to thank you and the Director of Technical Service for approving the temporary assignment of [redacted] Career Counseling Training Staff, to the Language Training Division (LTD) during the week of 24-28 February 1986 to train a new Language Incentive Program (LIP) Awards officer. Because one week was insufficient to train the new LIP officer in all
STAT aspects of the job, [redacted] continued the training telephonically during subsequent weeks. We believe that the new officer can now resolve independently most language incentive
STAT problems. [redacted] handled all aspects of the training in an outstanding manner, reflecting not only her in-depth knowledge of the program but also her ability to share that knowledge with others.

STAT 2. I also want to call your attention to [redacted] assistance with an on-going PMCD audit of the Language Training
STAT Division. Because [redacted] is the most knowledgeable person in the Agency on the Language Incentive Program, we asked her if she was willing to represent LTD in the PMCD audit of the LIP
STAT officer position. [redacted] agreed and on 14 April spoke to the position in what appears to be a commendable manner.

STAT 3. Please express my appreciation to [redacted] for a job well done.

STAT [redacted]

Attachment
A. Reference

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STAT DDA/OTE/LTD, [redacted] (17 Apr 86)

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